

REQUEST FOR PROPOSALS

The NISQUALLY HOUSING is requesting proposals from qualified firms or individuals to provide training and technical assistance in compliance with the Native American Housing Assistance and Self-Determination Act of 1996 (NAHASDA). Proposals will be accepted until 5:00 p.m. March 20th, 2015. Proposals received after this time will be considered non-responsive.

The Scope of Work will include, but not necessarily be limited to, the following:

Part I - Assessment

1. Work on-site with the NISQUALLY HOUSING staff to conduct a self-monitoring compliance assessment in compliance with NAHASDA.
2. Work on-site with the Nisqually Housing staff gathering and compiling the necessary information to address any existing monitoring and audit findings or concerns.
3. Provide general technical assistance to the Nisqually Housing regarding Indian Housing operations and development.
4. Provide assistance for a full assessment of our NAHASDA and 37 Act homes

Part II – Training

1. Provide the necessary on-site technical assistance and training to enable the NISQUALLY HOUSING professional management staff to administer the required policies and procedures.
2. Provide Tribal Council, Housing Committee and staff training if needed.
3. Work with Nisqually Housing staff to identify and apply for additional housing resources.
4. Provide other technical assistance or training agreed to by the NISQUALLY HOUSING and the firm or individual.
5. Write and/or edit policies and procedures in compliance with the NAHASDA and the Final Rule (24CFR1000) implementing the NAHASDA published by the U.S. Department of Housing and Urban Development (HUD).
6. Provide assistance in developing a new records and file management system

Organizations or individuals responding to this Request for Proposals shall have at least the following qualifications:

1. Be a Certified Indian Housing Manager or have worked for a Tribal Housing Program or Tribal Designated Housing Entity with NAHASDA experience.
2. Possess at least 10 years experience in the Indian Housing industry.
3. Be knowledgeable of the U.S. Housing Act of 1937, NAHASDA, and Indian Housing Block Grant along with the Final Rule implementing the NAHASDA and corresponding HUD Notices and Guidance's.
4. Have excellent writing and verbal skills.
5. Have good computer word processing skills.
6. Be able to provide on-site training and technical assistance at the Nisqually Housing office on the Nisqually Reservation.
7. Have an excellent working knowledge of federal housing programs available to Native Americans.
8. Be familiar with the organizational structures of Native American Tribal Housing and the requirements in regards to compliance with the NAHASDA regulations.
9. Be familiar with and have a good working knowledge of the management and reporting requirements of Indian Housing Block Grants (IHBG) in compliance with the NAHASDA and Final Rule implementing the NAHASDA.

Organizations or individuals responding to the Request for Proposal must submit at least the following:

1. Provide a statement of qualifications to perform the Scope of Work.
2. Provide a statement of methodology for completion of described tasks.
3. Provide the hourly rate for services.
4. Provide an estimated budget and estimated timeline including the number of hours required to complete the Scope of Work.
5. Include an estimated budget for travel and other reimbursable expenses as a part of the response.
6. Provide a contact list of at least 5 current and past clients.
7. Attach resume of responsible principal and any other individuals to be assigned to complete any tasks described in the Scope of Work.
8. Provide a statement of the organization's or individuals Indian Preference qualifications, if applicable.

Evaluation Criteria:

NISQUALLY HOUSING will determine the most responsive proposal based on the accumulation of the highest number of points from the following criteria:

Evaluation Criteria	Points
1. Cover letter attached.	5
2. Resume submitted for each individual who will be providing services.	5
3. Provide experience within the Indian Housing industry. 20+ years = 25 points 11-20 = 15 points 5-10 years = 10 points.	25 (max)
4. Provide experience providing on-site technical assistance and training in compliance with NAHASDA.	35
5. Provide a list of references. 1-3 years = 5 points 4 + years = 10 points	10
6. Points for relevant costs will be based upon a ranking of the proposals received. Lowest cost = 10 points Second lowest cost = 7 points Third lowest cost = 5 points.	10 (max)
7. Documentation supporting eligibility for Indian Preference or Indian Owned Organization.	10
Total Points Available	100

Responses shall be addressed to:

Natosha Kautz, Assistant Director
Nisqually Housing
2205 Lashi Street, Olympia WA 98513

Call with questions at 360-493-0081 or email Kautz.Natosha@nisqually-nsn.gov

NISQUALLY HOUSING reserves the right to reject any and all proposals in the best interest of the NISQUALLY HOUSING.